

**MINUTES OF A WORK SESSION OF THE BOARD OF APPEALS
November 15, 2012**

Chairperson Harvey Kaye called the meeting to order at 7:37 p.m. Board Members present: Carol Rieg and Robert Chiswell. Staff present: Caroline Seiden, Planner, Trudy Schwarz, Community Planning Director, Kirk Eby, GIS Planner and William Chen, Attorney to the Board of Appeals.

I. WORK SESSION DISCUSSION TOPIC

Amendments to Zoning Ordinance and Board of Appeals Rules of Procedure

Prior to reviewing draft documents provided to the Board, Chair Kaye expressed his concern regarding the application forms for Board of Appeals petitions, noting that it is often unclear who the applicant is, who has authorization to present on behalf of an applicant and whose name should be stated on Resolutions. The Board and Mr. Chen gave advice to staff on additional information to be included in the applications to address this concern.

Staff then reviewed proposed changes that had been made to the Rules of Procedure, based on input from the Board at the October worksession. The Board discussed the updated draft and made additional changes.

Next, the Board reviewed draft Zoning Text Amendments. Community Planning Director Schwarz indicated that the City Attorney was aware that Section 24-167A(C) required amendments and that those changes would be addressed by the City Council at another time as part of a more comprehensive review of the telecommunications ordinance.

Minor changes in Chapters 5 and 16 of the City Code were proposed in order that language regarding the administrative appeal procedure mirrors the language in Chapter 24. The bulk of the proposed text amendments reviewed were to amend mistaken references to the telecommunications ordinance in other sections of Chapter 24 (Zoning Ordinance).

Attorney to the Board of Appeals, William Chen, agreed to research the variance process and provide his opinion on the two-step process that the Board has been using.

Staff stated that it will revise the Rules and the Text Amendments to incorporate the suggested changes and that a third worksession would be scheduled for December 13, 2012.

II. ADJOURNMENT

There being no more business before this worksession of the Board of Appeals, the meeting was adjourned at 9:53 p.m.